



Request for Release of Building Plans & Records

To ensure the timely release of information with public records exemption, including plans for county facilities, please complete the following form and submit, along with the written request of the interested party, to Miami-Dade County Police Department Gisel Arias by fax at 305-470-3895 or e-mail at IOC@MDPD.COM

Project:	
Property & Location:	
Requestor: (company name, address and phone number)	
Name(s) & Date(s) of Birth of all Corporate Agent(s), Officer(s) & Director(s)	
Justification: (types of plans & use by request)	
Department:	
Dept. Contact Person: (include telephone number & fax)	

The requesting department concurs with this request and hereby seeks authorization to issue the requested documents.

Department Director (print name / signature) _____ Date

Reviewed/No Concerns:

Homeland Security Bureau Lieutenant (print name / signature) _____ Date
Miami-Dade Police Department

INSTRUCTIONS

Request for Release Form

1. The person requesting to see the plans from a County Agency takes the completed form to that County Agency and obtains a contact person within the Department to process their form
Note: The name of the County Agency contact person along with their telephone and fax numbers should be included on the form in the box **"Dept. Contact Person"**.
2. The County Agency contact person accepts the completed form from the requestor and submits the completed form to his or her Director of the Agency for signature. See section: **"Department Director" (print name / signature)**.
3. Once the form is signed by the Director or designated person to sign for the Director, the County Agency contact person will then internally fax (number is on the form) the signed form to MDPD. Please note: **MDPD only accepts internally faxed forms from the contact person within County Departments.**
4. MDPD will complete their verification and submit it to the Major for signature. Within 1 to 3 days MDPD will fax back form signed by the Major to the contact person. This process verifies for MDPD that the form has gone through the internal County approvals. See section **"Reviewed / No Concerns"**
5. Last, the Miami Dade County Agency contact person will fax the signed copy to the requestor or the requestor can pick up the signed form from the County Agency Contact and then bring the form with all signatures present (a copy is acceptable) to the Microfilm Department to be submitted at the time of their appointment.
6. The copy will be retained on file for one year or must be resubmitted if there are any changes, i.e. change of contractor or a different set of plans are requested.
7. Please note: Anyone that is sent to pick up the plans after all required approvals are obtained must have his or her name and information on the form. See section: **Name(s) & Date(s) of Birth of all Corporate Agent(s), Officer(s) and Director(s).**